

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 13-213

**PACIFIC AIR FORCES COMMAND
Supplement 1**

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Space, Missile, Command, and Control

AIRFIELD MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col George R. O'Brien)
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This publication does not apply to Air National Guard (ANG) or US Air Force Reserve (AFRES) units and members. Units forward recommended changes to AFI 13-213 and PACAF Sup 1 to HQ PACAF/DOYA, 25E Street, Suite I232, Hickam AFB, HI, 96853-5426 on AF Form 847, **Recommendation for Change of Publications**, through channels.

SUMMARY OF REVISIONS

This revision aligns supplement with AFI 13-213. It specifies training requirements for all airfield management personnel, adds airfield operations flight commander responsibilities, mandates completion of the Military Airfield Manager course, E3AZ1C091, for those personnel performing as Chief, Airfield Management, and adds responsibilities to participate in an active program to remove identified obstacles and hazards to airfield and airspace criteria. New or revised material is indicated by a (|).

AFI 13-213, 1 August 1997, is supplemented as follows:

- 1.2. Route all waiver requests through HQ PACAF/DOYA for coordination.
- 1.3.2.3. Airfield operating hours in PACAF will be 24 hours a day, 7 days a week. Any permanent changes to this will require prior coordination with PACAF/XPM/DOYA to determine timetable for transfer of manpower slots.
- 1.3.2.7. Completion of this course (E3AZ1C091) is mandatory for those personnel (military/civilian) assigned as Chief, Airfield Manager. **NOTE:** Civilian airfield managers must ensure funding is established through servicing Civilian Personnel Office. Course completion must be documented in the official employee personnel file and training records.
- 1.3.3.6. NOTE:** Wing SOF, Safety and CE personnel responsible for participating in airfield waiver reviews, monitoring airfield activities for compliance, and performing airfield inspections/checks must be trained and possess a thorough understanding of required distance for obstacles (fixed/mobile) in relation

to the runway(s), taxiways and aircraft parking aprons (AFI 11-218/AFI 32-1026/AFH 32-1084/AFI 91-202).

1.3.3.11. NOTE: If SOF duties include airfield inspections/checks, ensure personnel are trained and possess a thorough understanding of required distance for obstacles (fixed/mobile) in relation to the runway(s), taxiways and parking aprons (AFI 11-218/AFI 32-1026/AFH 32-1084).

1.3.4.1. (Added) Completes and obtains local flightline driving authorization.

1.3.4.2. (Added) Periodically participates in airfield inspections.

1.3.4.3. (Added) Submits annual PEC 35114 budget requirements to PACAF/DOYA. Include all facility inputs (Radar/Tower/Airfield Management) and submit as a consolidated AOF request.

1.3.4.4. (Added) Completion of Military Airfield Managers Course (E3AZ1C091) is highly recommended.

1.3.4.5. (Added) Ensures development and monitors implementation of an airfield management 1C0X1 training plan through the monthly AOF Training Review Board.

1.3.5.1. (Added) Completes and obtains local flightline driving authorization.

1.3.5.2. (Added) Periodically participates in airfield inspections.

1.3.5.3. (Added) Completion of Military Airfield Managers Course (E3AZ1C091) is highly recommended.

1.4. Appropriate Host Nation equivalent may apply.

2.2.3. RCR procedures are not required at Andersen AFB, Hickam AFB, and Kadena AB. **NOTE:** RSC determination/reporting procedures may differ at some joint/shared use locations. CAM will ensure requirements and responsibilities are outlined in the Airfield Operating Instruction and appropriate operating instruction (OI) and quick reaction checklist (QRC).

2.2.5.1.4. Trend data should be collected and used to provide support and justification for priority and funding of airfield repair (painting/rubber removal/lighting/signs) and equipment.

2.2.14. Surveys of wing/tenant pilots and flightline driving units will be routinely conducted. Survey data can also serve to provide additional support and justification for priority and funding of airfield repair (painting/ rubber removal/lighting/signs) and equipment (AWDS/flight planning room/CE Sweeper/Ops vehicle) upgrade projects.

2.2.15. Briefs recent airfield management activities (active/passive) in support of the local BASH plan, any problems (base agency support/funding) encountered, bird/animal trends (survey data/bird strikes/BASH responses) documented during daily airfield inspections and airfield checks and current FLIP entries regarding bird/animal cautions. Ensure BASH meeting minutes reflect this briefing.

2.3.1.2.5. Ensure consistency between this requirement, responsibilities outlined in the local BASH plan, and current policy/practice.

2.3.2.1.4. CE (airfield lighting) personnel may perform this lighting check. If so, an LOP will be developed and documented in the base AOI. (AFI 13-213, 2.4.4.12)

2.4.2. NOTE: Coordination and procedures should allow for all airfield restrictions and limitations to be routinely updated by AMC command center personnel into the GDSS/C2IPS systems. (AMCI 10-202, Vol 6)

2.4.9. (Added) Coordinates with tenant AMC representatives on all AMC (GDSS/C2IPS) reported mission delays attributed against airfield facilities. (AMCI 10-202, Vol 6)

2.4.10. (Added) Ensure FAA flight check aircraft receive priority ground handling, refueling, and flight planning services. **NOTE:** The inspection of air navigation aids is the sole responsibility of the FAA.

2.7.3.3. (Added) Coordinate with representatives from CE, Safety, and TERPS to develop an active plan or program to address and remove identified violations to airfield and airspace criteria.

2.8.1. Requests for US FLIPs by foreign military/agencies will be referred to the nearest National Imagery and Mapping Agency (NIMA) office.

2.8.4. Local topographical terrain and obstruction data can be obtained from TERPS personnel.

2.8.6. Forward/Fax only a copy of the AFCESA Pavement Surfaces Effects Team evaluation summary page(s) to HQ PACAF/DOYA.

3.2.2.1. All assigned airfield management personnel (officer/enlisted/civilian) are responsible for meeting and maintaining the same level of performance, standards, and proficiency as set forth and required in applicable AF directives and local procedures.

3.3.2.6. Ensure Internet access is available for aircrews. **NOTE:** If capability does not exist within the AOF, an LOA authorizing aircrew access and use must be on file between the AOF and agency (weather/command post/etc.) providing Internet access and an OI/QRC will outline procedures for access and use.

3.3.4.4. Issuing Combat Crew Communication supplies is not a function of Airfield Management.

3.3.5. Publish and display aircraft taxi/parking restrictions (wing-tip, weight restrictions, hazardous cargo) complete with procedures for use of these areas that clearly define requirements; prohibiting/restricting use to certain types of aircraft, requiring aircraft to be towed, or requiring wing-walkers, etc.

3.3.6. CAM will review all OI/QRCs semiannually for accuracy, consistency, and compliance against current requirements and practices. **NOTE:** QRCs are usually reserved for and consistent with "emergency type" situations requiring immediate action.

3.4.2. OG/CCs may approve use of fully qualified 3 skill levels (individuals who have completed all On-the-Job-Training and career development courses to meet shift manning requirements during periods identified by Air Force Personnel Center as being 1C051 overseas imbalance. This use of 3 skill levels will be addressed and validated monthly during the AOF Training Review Board.

3.4.3. 1C0X1s must work only in Airfield Management/Base Operations positions during the critical overseas imbalance period.

3.5. As a minimum, a daily check of the flight planning room will be accomplished to ensure the accuracy, currency, and availability of required FLIPs, charts, and forms. **NOTE:** If new FLIP products are not received by the effective date, mark material as "OUTDATED" and continue to use until the new product arrives. Complete and return the Quality Feedback Card, NIMA Form 8560-1A, for each occurrence and retain a copy for your records. Brief and track problems in the AOB.

3.6. Locations displaying airfield "status" (active rwy, BWC, RSC/RCR, etc) boards/diagrams will locate these inside the flight planning room.

4.3.8. Units must use AF 457, **USAF Hazard Report**, for documentation and evaluation of flightline violations.

5.1.2. A decelerometer need not be maintained at Andersen AFB, Hickam AFB, and Kadena AB.

6.2.1.1.1. (Added) Wing Commanders approve PPR/OBO. Units will notify NAF/DO (info HQ PACAF/DO/DOY/DOT) by message of imposed restrictions.

6.2.1.1.2. (Added) Airfield closures of less than 72 hours may be approved by the Wing Commander. These closures support short notice emergency maintenance requirements, demonstration flights, change of command ceremonies, holidays, etc. NAF/CCs (15 ABW will report to HQ PACAF) approve closures exceeding 72 hours. Approval authority will transmit five days prior to effective date airfield closure information (start and end date/time, reason for closure, any operational restrictions and proposed workarounds, etc.) to HQ USAF, MAJCOMS and other concerned commanders using AIG 7915 (Address Indicator Group for world-wide dissemination of information to Airfield Operations units). **NOTE:** Prior to issuing the NOTAM, the airfield manager or AOF/CC will coordinate all airfield closures with appropriate local and NAF agencies to deconflict preplanned exercises or support operations involving use of the airfield.

6.2.1.1.3. (Added) Airfield restrictions establishing limitations on the number or type of aircraft using an airbase will be coordinated with all local/assigned/tenant airfield users, host country, and/or operating/controlling agency (AIG 7915). Ensure AMC tenant unit participation/involvement in preplanning meetings concerning airfield restrictions/closures.

7.3.2.4. (Added) Forward reclama messages for higher headquarters TDY taskings to the Wing Commander for approval/release. The tasked unit has 5 days upon receipt of tasking to request a reclama. Reclama message must include the following data as a minimum: number of 1C0X1s authorized, assigned, TDY, on leave, projected inbounds/outbounds during the TDY tasking period and justification for no support. Reclamas will be forwarded via message from the Wing Commander to PACAF/DP. Info the local personnel readiness office and PACAF/DOYA.

8.3.7.2.1. HQ PACAF has a temporary AFPC waiver to AFI 36-2201 to utilize 5-skill level SrA to perform as task certifiers. Ensure SrA identified to perform as task certifiers meet requirements IAW AFI 13-213, para 8.3.7.2. **NOTE:** Waiver will remain in effect as long as AFSC 1C051 remains on the overseas imbalance list.

8.3.9. All airfield management personnel and AOF/CCs will complete this written/practical proficiency testing.

8.3.12. All newly arriving (new hires) airfield management personnel will receive the same "local check-out" training as identified in the unit training program. **NOTE:** Twelve month probation period for newly hired civilians will act as and serve the same intent as "minimum experience time" for enlisted 5/7 skill level upgrade requirements.

8.3.20. Review training records monthly and the training program quarterly.

8.6.8. Include exposure and familiarity with the monthly SORTS/DOCS reporting process.

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